

JOB VACANCY ANNOUNCEMENT (Civilian)



VACANCY #:	2021047	CLASS CODE:	00ERB5
VACANCY TITLE:	Assistant Director		
VACANCY LOCATION:	Fiscal Division - GHQ - Indianapolis		
STARTING SALARY:	\$57,694.00	***STARTING SALARY MAY BE ADJUSTED FOR EDUCATION, EXPERIENCE AND TRAINING*** ***FOR CURRENT STATE EMPLOYEES, ESTABLISHED SALARY RULES APPLY***	
OPEN DATE:	June 11, 2021	CLOSE DATE:	June 25, 2021

Job Description: (Responsibilities/Duties)

To serve as a civilian employee of the Indiana State Police whose primary responsibility is to assist the Chief Financial Officer in the management of accounting and auditing activities within the Department to ensure compliance with established statutory requirements, regulations, directives and policies. To assist in the accurate maintenance of the Department's accounts and records, to include periodic on-site reviews. To assist in preparing and executing the Department's budget and fiscal plans and appropriations. To assist in the issuance of guidelines to, and coordinate with, Division Commanders in the development of budget requests, complex financial schedules and narrative justifications for biennial budget submission to the State Budget Agency. To represent and act for the Chief Financial Officer as required.

Minimum Requirements:

All Indiana State Police employment requires a minimum of a High School Diploma or General Equivalency Degree (G.E.D.). See below for additional requirements.

A. Education, Training, Experience

Must possess a minimum of a Bachelor's degree in business administration, organizational management, or a related field, OR ten (10) years relevant full time professional level experience. Must have thorough knowledge and understanding of automated information management technology and applications dealing specifically with financial management and procurement. Must have thorough knowledge of source material, such as the state bookkeeping manual, the Indiana Department of Administration's procurement manual and Indiana Code. Must be able to assist in designing, developing, implementing, modifying and managing programs and procedures related to requirements such as legislative mandates or public policy initiatives for processing financial management transactions.

B. Physical

Work is normally performed in an office environment with minimal lifting required.

Additional Comments: To be considered for this position you need to apply on-line at:

Indiana State Police - Career Opportunities - Civilian Opportunities at <https://www.in.gov/isp/3627.htm>

Must be able to successfully pass a background investigation. Applicants are asked to submit a complete work history. All applicants are required to submit copies of high school transcript or GED certificate, any college transcripts, technical certificates and a military DD214 (if applicable). Please indicate your name and the position for which you have applied when forwarding all attachments.

Please e-mail the above listed items to ISPCivilianJobs@isp.in.gov or mail to:

Indiana State Police
Human Resources Division
100 North Senate Avenue
Indianapolis, IN 46204-2259
Attn: Brandon Lowe

Indiana State Government is an E-Verify employer and all new employees are required to have their employment eligibility verified through the Department of Homeland Security and Social Security Administration. To remain in accordance with the law, the Immigration Reform and Control Act requires that we certify the identity and work eligibility of all new employees. Therefore, this appointment is subject to your presentation of proper documentation as required by the law. The Employment Eligibility form (Form I-9) and all other needed documentation can be found at www.uscis.gov/files/form/i-9.pdf. Please note that if you submit a document from list B of Form I-9, this document must contain a photo ID to establish identity. All new employees must present the required documents in person, on your first day of employment. Failure to comply may result in dismissal until proper identification can be provided.

Benefits

The Indiana State Police offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans and accrued leave.

Equal Employment Opportunity

The Indiana State Police is an Equal Opportunity Employer.

AUTHORITY: Major Sorrells CRS/sr

by: 
Personnel Officer I